CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:				
Classification Specification: Golf Accounting Supervisor				
Salary Range:I	NR 34			
Position Title:	Golf Accounting Supervisor			
Incumbent:				
Location: Parks & Recreation Department – Riverbend Golf Complex				

GENERAL PURPOSE:

Under the direction of the Superintendent of Golf Operations, oversee the accounting and reporting systems for the Riverbend Golf Complex; perform a variety of financial analysis and cash accounting duties to ensure the Golf Complex's funds and revenue are properly accounted for and deposited in a timely manner; ensure that established internal accounting controls are followed; ensure that internal controls and accounting practices are in compliance with state and federal accounting guidelines and established City policy, procedures and standards; train, supervise, assign, and review the work of assigned personnel.

Work is characterized by a high degree of difficult, complex, specialized and confidential accounting, administrative duties, and supervisory functions involved in overseeing the day-to-day accounting operations of the Riverbend Golf Complex. The incumbent is responsible for the maintenance and review of the Riverbend Golf Complex accounting processes and procedures to ensure that all internal accounting and cash-handling controls are followed; ensuring that all financial and operating records assigned are processed and maintained in a timely and accurate manner; and ensuring compliance with applicable federal, state, and local laws, regulations, policies, and accounting procedures. The incumbent oversees all Golf Complex employees within their cashiering, accounting, and financial responsibilities. Responsibilities include, but are not limited to, daily accounting, depositing and reconciliation of funds received by the Golf Complex; ensuring that all internal accounting and cash handling controls are followed; and supervising, training, evaluating, and disciplining assigned staff. The incumbent is frequently required to work under pressure to meet deadlines and must work variable hours including weekends and/or holidays.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The employee and supervisor work together to develop the deadlines, projects, and work to be completed. The employee is responsible for the work, plans and

carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The employee keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensure that all funds and revenue received by the Golf Complex are accounted for and deposited in a timely manner and in accordance with City established internal controls and state and federal accounting/auditing standards.

Reconcile monies (cash, checks and credit cards) received to amounts indicated on cashier end-of-shift reports and point of sale software (Szen18) financial reports daily; oversee the preparation of monies for deposit to appropriate accounts in accordance with established procedures; reconcile deposits against deposit slips; and follow-up on and resolve any discrepancies; maintain all segregation of duties.

Assure internal controls and financial practices are in compliance with laws, codes, and regulations governing municipal revenue accounting and auditing standards; recommend changes or improvements to internal control policies and procedures as needed.

Oversee all financial aspects of the Merchandise Retail Center, including, but not limited to, purchasing, receivables, costs of goods, and inventory controls. Oversee and coordinate the financial operations of the 18 hole golf course, the par 3 golf course, the driving range, and the mini-putt center.

Oversee, train, and provide work direction for all golf employees with financial responsibilities including, but not limited to, golf professionals, assistant golf professionals and counter cashiers. Ensure that all employees understand and comply with internal controls for cash/money handling and accounting standards.

Assist in the preparation and presentation of the Golf Complex's operations, maintenance, and administration budgets. Perform cash flow analysis, forecast revenue and assist in monitoring the Golf Complex operations and maintenance budgets.

Ensure the accurate and timely processing of purchase orders, invoices, general ledger accounts, correcting journal entries, and payroll for the Golf Complex.

Coordinate, evaluate and monitor all golf tournament contracts. Establish tournament receivables, reconcile tournament revenue, and allocate revenue among various accounts according to fees established by contracts.

Coordinate, approve, and monitor financial contract with restaurant concessionaire.

Calculate, input, and monitor all receivables for restaurant according to contract.

Administer accounts receivables for golf operations, golf maintenance, and golf administration.

Act as Golf Complex software systems administrator; train and assist staff on point of sale software (Szen18); implement updates and changes from software company; troubleshoot software problem for end users; maintain the system and ensures data integrity.

Assist in the development and writing of all policies and procedures for the Golf Complex.

Inspect and evaluate golf programs and facilities; give recommendations, attend to complaints and feedback regarding programs, services, activities, personnel, and facilities.

Serve as the Golf Complex marketing coordinator. Coordinate advertising and promotions for Golf Complex events and activities. Maintain and update the facility web page.

Communicate and assist the public, Parks employees, other City employees and outside agencies by relaying messages, answering questions, responding to requests, resolving problems, referring callers to others, explaining programs, interpreting and explaining City ordinances, City and department policies and procedures, and screening calls to the Superintendent.

Supervise the Accounting Services Assistant and the counter assistants (temporary employees).

Establish and maintain complex, inter-related filing system; ensure records retention in accordance with state and local requirements.

Attend regular meetings with Superintendent of Golf Operations, City Auditor, and Parks Director to provide financial updates regarding the Golf Complex and to resolve issues.

Audit and maintain security levels for JDE and point of sale operations.

Assist Superintendent of Golf Operations and Golf Maintenance Field Supervisor with hiring of new staff.

Reconcile all procurement card charges for the Golf Complex; scan receipts.

Enter facility work order requests for the Golf Complex.

Work with contractor to maintain golf maintenance work uniforms.

Communicate with internal and external personnel/contractors as needed to provide information, explain accounting policies and procedures, and recommend corrective actions and/or solutions to challenges.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Act as Golf Complex Superintendent in the Superintendent's absence as assigned.

Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of accounting, cashiering and financial record-keeping
- Government Auditing and Accounting Standards
- Principles and practices of supervision and training
- Procedures, policies, rules and practices affecting the development, maintenance and control of Golf revenue funds
- Computer systems and applications and integrated systems related to accounting and cashiering such as Financial Management System (FMS), Computer Banking System, Golf Course Management System, and Cash Register Systems
- Modern office practices, procedures, and equipment including personal computers and related software programs (such as Excel spreadsheet, Access database, Word, Exchange E-mail, Internet browsers, etc.)
- Research and analysis methods and techniques
- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances
- Principles and practices of governmental budgeting and accounting procedures and practices
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Oral and written communications

SKILLED IN:

- Performing accounting and financial analysis duties and reconciling related records
- Working with numbers and performing mathematical calculations quickly and accurately.
- Maintaining complex financial records
- Providing technical expertise and information regarding accounting principles, practices and policies
- Using oral and written communications

- Preparing clear and accurate records and reports.
- Effectively using interpersonal skills in a tactful, patient and courteous manner
- Effectively dealing with the public in sometimes hostile situations, resolving issues and representing City policies.
- Operating a personal computer and related software.

ABILITY TO:

- Work varying hours including evenings, weekends and/or holidays
- Organize, analyze and coordinate work flow in an effective manner to meet schedules and time lines
- Evaluating and proposing improvements in operations, systems and procedures, policies, methods and ordinances
- Work effectively on several projects concurrently
- Establish and maintain trust, confidence and effective working relationships with coworkers, supervisors, employees and the public
- Work confidentially with discretion
- Work independently with little direction
- Analyzing situations accurately and adopting an effective course of action.
- Read, analyze, interpret and explain government rules, regulations, codes, policies, operating and procedures manuals, technical journals, financial reports, legal documents, general business periodicals, professional journals, etc.
- Compose, proofread and edit general correspondence, routine and complex reports
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; calculate and apply complex tax formulas; draw and interpret graphs and charts; and apply these concepts to accounting and financial issues
- Define problems, collect data, establish facts and draw valid conclusions; apply common sense understanding to solve practical and complex problems

EDUCATION AND EXPERIENCE REQUIRED:

Education: Associate's degree in Business, Finance, Accounting, Economics or closely related field; and

Experience: Three (3) years of responsible experience in municipal or government accounting, internal financial controls, cash handling, or closely related field.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- A minimum of one year of supervisory or lead experience is highly preferred.
- Cashiering experience is preferred.

 Incumbent must demonstrate exceptional knowledge and skill in utilizing computer applications such as Excel spreadsheets and Access database software to handle large amounts of data and correlate such data as necessary to audit records, track information and solve problems.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including spreadsheet, database, and word processing software, printers, cash register, telephone, fax machine, copy machine, and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to type on a keyboard. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and ability to adjust focus.

WORKING CONDITIONS:

Work is usually performed in a typical office environment, subject to multiple interruptions by phones and interoffice activities. Work is sometimes performed in a public area at the Golf Complex. While performing the duties of this job, the employee may be exposed to individuals who are difficult, irate or hostile. The noise level in the work environment is usually moderate in the office.

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SIGNAT	ΓURES:			
Incumbe	ent's Signature	Date	Supervisor's Signature	Date
Approva	al:			
Department Director/Designee		Date	Employee Services Director	Designee Date
**Note:	ated annually at the time of the employ vacant; or, if the duties of this posi	•		

Revised: 08/15/02, 10/31/07, 05/22/08